

1. Business Activities					
ID	ELEMENT	EDIT CRITERIA / CODES	LENGTH	TYPE	INFORMATION DESCRIPTION
1	Facility ID Number	2 AN county 3 AN jurisdiction 6 AN facility number	11	AN	Number to allow cross linking of data. County and jurisdiction number from tax code list. This number is assigned by the CUPA. This is the unique number which identifies the facility.
2	EPA ID Number	12 digit identifier beginning with CA	12	AN	EPA Identification number for businesses that generate, recycle, or treat hazardous waste. For facilities in California, the number usually starts with the letters 'CA'. The number can be obtained from the Telephone Information Center at (916) 324-1781, (800) 61-TOXIC or (800) 618-6942.
3	Business Name	Postal standard: 2 lines, 35 characters	70	AN	Full legal name of business.
4	Hazardous Materials On Site	Y or N	1	AN	Business must report that it has hazardous materials on site if: - it is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas (calculated at standard temperature and pressure), - it is handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A, - radioactive materials are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30, Part 40, or Part 70 of Chapter 10 of 10 CFR, or pursuant to Section 25503.5(a) of the Health and Safety Code. Triggers requirement for chemical description data elements.
4a	CalARP Regulated Substances	Y or N	1	AN	Business must report that it has Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release Prevention Program (CalARP) pursuant to 19 CCR 2770.5.
5	Own or Operate Underground Storage Tank	Y or N	1	AN	Facility must report if it owns or operates USTs containing hazardous substances defined in HSC 25316. Triggers requirement for UST facility and tank data elements.
6	Upgrade/Install Underground Storage Tank	Y or N	1	AN	Facility must report if it intends to install or upgrade USTs containing hazardous substances defined in HSC 25316. Triggers requirement for UST installation data elements.
7	Underground Storage Tank Closure	Y or N	1	AN	Facility must report if a UST which held hazardous materials is being closed in place. Triggers requirement for UST closure data elements.
8	Own or Operate Aboveground Petroleum Storage Tank	Y or N	1	AN	Facility must report if it stores petroleum in aboveground tanks. "Petroleum" means crude oil or any fraction thereof, which is liquid at 60 degrees Fahrenheit temperature and 14.7 pounds per square inch absolute pressure (HSC 25270.2(g)). The facility must report if any ASTs total facility storage capacity (aggregate) exceeds 1320 gallons. "Storage tank" does not include any of the following: - a pressure vessel or boiler which is subject to Division 5 of the Labor Code, - a storage tank containing hazardous waste if a hazardous waste facilities permit has been issued for the storage tank by DTSC, - an aboveground oil production tank which is regulated by the Division of Oil and Gas, or - certain oil-filled electrical equipment including but not limited to transformers, circuit breakers, or capacitors.
9	Hazardous Waste Generator	Y or N	1	AN	Facility must report if it generates hazardous waste. "Hazardous waste" means a waste that meets any of the criteria for the identification of a hazardous waste adopted by the department pursuant to HSC 25141. "Hazardous waste" includes, but is not limited to, RCRA hazardous waste. Unless expressly provided otherwise, the term "hazardous waste" shall be understood to also include extremely hazardous waste and acutely hazardous waste. Triggers requirement to obtain and provide EPA Identification number.

10	Recycle	Y or N	1	AN	Facility must report if it recycles more than 100 kilograms per month of recyclable material under a claim that the material qualifies for exclusion or exemption pursuant to HSC.25143.2. This includes onsite and offsite facilities that recycle under this law. Triggers requirement for Recyclable Materials data elements. Persons that send recyclable material offsite to be recycled and that do not recycle onsite are not included in this category.
11	Onsite Hazardous Waste Treatment	Y or N	1	AN	Facility must report if it treats hazardous waste under an onsite tier. "Treatment" means any method, technique, or process which is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose. "Treatment" does not include the removal of residues from manufacturing process equipment for the purposes of cleaning that equipment. Amendments (effective 1/1/99) add exemptions from the definition of "treatment" for certain processes under specific, limited conditions. Refer to HSC 25123.5(b) for these specific exemptions. Treatment of certain laboratory hazardous wastes do not require treatment. Refer to HSC25200.3.1 for specific information. Contact CUPA to determine if any exemptions or exclusions apply. Triggers requirement for onsite hazardous waste treatment data elements.
12	Financial Assurance	Y or N	1	AN	Facilities that treat hazardous waste under PBR or CA tiers are required to provide financial assurance for closure costs (per 22 CCR 67450.13(b), HSC 25245.4), unless they are exempt. Triggers requirement for financial assurance data elements.
13	Remote Waste Consolidation Site	Y or N	1	AN	Facilities must report if they collect hazardous waste initially at remote sites and subsequently transport the hazardous waste to a consolidation site they operate pursuant to HSC 25110.10. Triggers requirement for remote hazardous waste consolidation data elements.
14	Hazardous Waste Tank Closure	Y or N	1	AN	Facilities must report if the tank being closed would be classified as hazardous waste, after its contents are removed. Classification could be based on: - the facility's knowledge of the tank and its contents, - testing of the tank, - inability to remove hazardous materials stored in the tank, - the mixture rule, or - the listed wastes in 40 CFR 261.31, 40 CFR 261.32. Triggers requirement for hazardous waste data elements.
14a	RCRA Large Quantity Generator (LQG)	Y or N	1	AN	Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.
14b	HHW Collection	Y or N	1	AN	Facilities must report if they collect hazardous waste as a Household Hazardous Waste (HHW) Collection site.
15	Local Requirements				For local use only. This space may be used by the CUPA to collect any additional information necessary to meet the requirements of their individual programs. Contact CUPA for guidance.

Business Owner / Operator Identification					
ID	ELEMENT	EDIT CRITERIA / CODES	LENGTH	TYPE	INFORMATION DESCRIPTION
1	Facility ID Number	2 AN county 3 AN jurisdiction 6 AN facility number	11	AN	Number to allow cross linking of data. County and jurisdiction number from tax code list. This number is assigned by the CUPA. This is the unique number which identifies the facility.
3	Business Name	Postal standard: 2 lines, 35 characters	70	AN	Full legal name of business.
100	Beginning Date	YYYYMMDD	8	D	Beginning year and date of report.
101	Ending Date	YYYYMMDD	8	D	Ending year and date of report.
102	Business Phone	Area code + 7 digit phone number + extension	15	AN	Phone number of this site.
102a	Business Fax	Area code + 7 digit phone number + extension	15	AN	Fax number of this site.
103	Business Site Address	Postal standard: 2 lines, 35 characters	70	AN	Street address where facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility.
104	City (Business)	Postal standard	20	AN	City or unincorporated area in which business site is located.
105	Zip Code (Business)	Postal standard	9	AN	Zip code of business site.
106	Dun & Bradstreet	D-U-N-S (data universal numbering system) 9 digit number	9	AN	Dun & Bradstreet D-U-N-S number for facility. The Dun & Bradstreet number may be obtained by calling (610) 882-7748 or by Internet.
107	SIC Code	Standard Industrial Classification (SIC) Code 4 digit number	4	AN	Standard Industrial Classification (SIC) Code number for primary business activity. If code is more than 4 digits, report only the first four.
107a	NAICS Code	North American Industrial Classification System (NAICS) Number	6	AN	Standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. Will replace SIC Code.
108	County		20	AN	County in which business site is located.
108a	Business Mailing Address	Postal standard: 2 lines, 35 characters	70	AN	Mailing address of business, if different from business site address.
108b	Business City	Postal standard	20	AN	City for business mailing address.
108c	Business State	Postal standard	2	AN	State for business mailing address.
108d	Business Zip Code	Postal standard	9	AN	Zip code for business mailing address.
109	Business Operator Name		35	AN	Name of business operator.
110	Business Operator Phone	Area code + 7 digit phone number + extension	15	AN	Phone number of business operator, if different from business phone.
111	Business Owner Name		35	AN	Name of business owner, if different from business operator.
112	Business Owner Phone	Area code + 7 digit phone number + extension	15	AN	Phone number of business owner, if different from business phone.
113	Business Owner Mailing Address	Postal standard: 2 lines, 35 characters	70	AN	Mailing address of owner, if different from business site address.
114	Business Owner City	Postal standard	20	AN	City for owner's mailing address.
115	Business Owner State	Postal standard	2	AN	State for owner's mailing address.
116	Business Owner Zip Code	Postal standard	9	AN	Zip code for owner's mailing address.

117	Environmental Contact Name		35	AN	Name of person, if different from the business owner/operator, who receives all environmental correspondence and will respond to enforcement activity.
118	Environmental Contact Phone	Area code + 7 digit phone number + extension	15	AN	Phone number of environmental contact, if different from business owner or operator.
119	Environmental Contact Mailing Address	Postal standard: 2 lines, 35 characters	70	AN	Mailing address for all environmental contact correspondence, if different from the site address.
119a	Environmental Contact Email Address		70	AN	Emailing address for all environmental contact correspondence.
120	Environmental Contact City	Postal standard	20	AN	City for environmental contact's mailing address.
121	Environmental Contact State	Postal standard	2	AN	State for environmental contact's mailing address.
122	Environmental Contact Zip Code	Postal standard	9	AN	Zip code for environmental contact's mailing address.
123	Primary Emergency Contact Name		35	AN	Name of a representative that can be contacted in case of an emergency involving hazardous materials at the business site. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
124	Primary Emergency Contact Title		35	AN	Title of primary emergency contact.
125	Primary Emergency Contact Business Phone Number	Area code + 7 digit phone number + extension	15	AN	Business phone number of primary emergency contact.
126	Primary Emergency Contact 24-Hour Phone	Area code + 7 digit phone number + extension	15	AN	Phone number for primary emergency contact which is answered 24 hours a day and, if not the contact's home phone number, then the service answering the phone must be able to immediately contact the above stated individual.
127	Primary Emergency Contact Pager Number	Area code + 7 digit phone number + extension	15	AN	Pager phone number for primary emergency contact, if available.
128	Secondary Emergency Contact Name		35	AN	Name of secondary representative that can be contacted in the event that the primary emergency contact is not available. The contact shall have FULL facility access, site familiarity, and authority to make decisions for the business regarding incident mitigation.
129	Secondary Emergency Contact Title		35	AN	Title of secondary emergency contact.
130	Secondary Emergency Contact Business Phone	Area code + 7 digit phone number + extension	15	AN	Business phone number of secondary emergency contact.
131	Secondary Emergency Contact 24-Hour Phone	Area code + 7 digit phone number + extension	15	AN	Phone number for secondary emergency contact which is answered 24 hours a day and, if not the contact's home phone number, then the service answering the phone must be able to immediately contact the above stated individual.
132	Secondary Emergency Contact Pager Number	Area code + 7 digit phone number + extension	15	AN	Pager phone number for secondary emergency contact, if available.
133	Additional Locally Collected Information	Narrative	255	AN	For local use only. This space may be used for CUPAs or agencies authorized by the Secretary pursuant to HSC 25404.3(f)(2) to collect any additional information necessary to meet the requirements of their individual programs. Contact local agency for guidance.
134	Date Identification Signed	YYYYMMDD	8	D	Date the document was signed.
135	Document Preparer Name (Identification)		35	AN	Full name of person who prepared the submittal information.

136	Name of Signer of Identification		35	AN	Full name of person signing the page. The signer certifies to a familiarity with the information submitted and that based on their inquiry of those individuals responsible for obtaining the information, all the information submitted is true, accurate and complete.
137	Title of Signer of Identification		35	AN	Title of person signing the page.